



Telework & Alternate Work Schedules

Virginia Department of Human Resource Management

Governor McDonnell's Commission on
Government Reform and Restructuring
Simplification and Operations Committee

General Assembly Building, House Room D, Richmond, Virginia

September 30, 2010



Telework Background

- Passed HJR 144 (2006) on Telework
- Created *Office of Telework Promotion and Broadband Assistance*
- Moderated COVITS Conference Breakout Session on *Telework for Continuity of Operations*
- Partnered with IBM for a Study of Telework in the Commonwealth of Virginia
- Conducted Agency Telecommuting Survey
- Collaborated with DHRM, DRPT, JCOTS, VITA on telework efforts
- Modernized HR Policy 1.61 – Telecommuting
- Reviewed and amended Code of Virginia §§ 2.2-203.1, 2.2-203.2, 2.2-2817.1 as needed

Telework Survey

2006 Survey Results

Top Ten Benefits

1. Savings in gas, car and commuter costs
2. Increased employee satisfaction
3. Flexibility of schedule and work time
4. Increased job satisfaction and morale
5. Organizational flexibility
6. Increased productivity with quieter environment
7. Reduced stress from commuting
8. Improved work/life balance
9. Continuity of operations
10. Reduced travel and geographic barriers

Top Ten Barriers

1. Diminished access to work resources
2. Culture change
3. Security of information
4. Management readiness
5. Lack of management training
6. Isolation of employees
7. Difficulties of monitoring performance
8. Perception that employees not working
9. Cost of IT equipment and support
10. Difficulties in building relationships

Telework Survey

Employee Costs

- 41% of state agencies pay telework costs for employees
 - 56% pay for all employees
 - 13% pay for some employees
 - 30% share costs with employees
- 59% of state agencies do not pay telework costs for employees

Telework Survey

Supplies and Equipment

- Most frequently covered costs
 - 75% computer equipment
 - 70% internet access
 - 58% cell phones
 - 58% office supplies
 - 50% routers or modems
 - 37% phone lines
 - 37% fax machines

Telework Survey

Productivity Measures

- 80% output work product
- 78% meeting goals and objectives
- 73% meeting timelines for projects
- 33% other
- 7% computer usage

Telework Survey

Continuity of Operations



- 70% of state agencies currently use telecommuting for COOP plans
- 18% of state agencies are updating COOP plans to include telecommuting
- Ranked 9th in list of benefits realized from telework



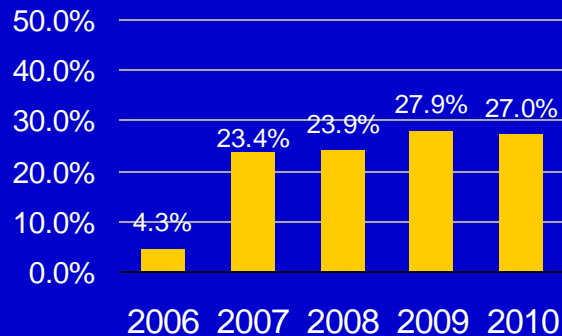
Employee Transportation Incentives

- Commuter Choice
- Vanpools
- Ride Finders

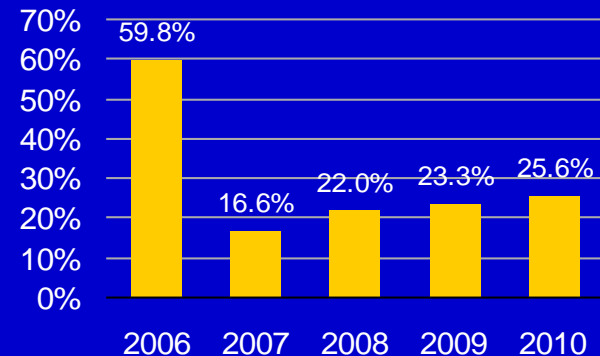
Telework Statistics

- Must telework at least one day per week since 2008
- Exceeded the statutory goal of not less than 20% of eligible workforce telecommuting by January 1, 2010

**TELEWORK - POSITIONS
ELIGIBLE**



**TELEWORK - ELIGIBLE
EMPLOYEE USAGE**



Alternate Work Schedules

Hours of Work

- Normal work hours per week
 - Full-Time – 40 hours
 - Q-Status – 32 to 39.9 hours
 - Part-Time – 20 to 31.9 hours
- Regular office hours 8:15 am to 5:00 pm
- Alternate work schedules available
 - Reduce commute time and ease traffic congestion
 - Meet business needs
 - Improve customer service
 - Mitigate overtime
 - Provide work/life balance for employees
 - Can be temporary or permanent

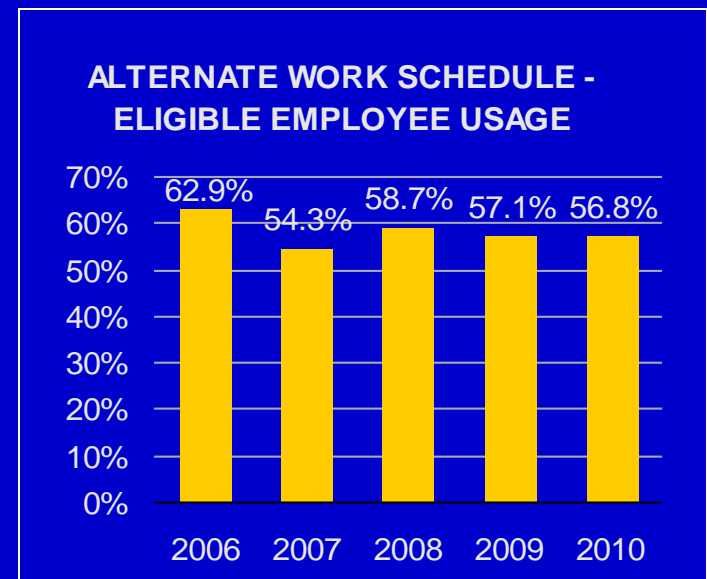
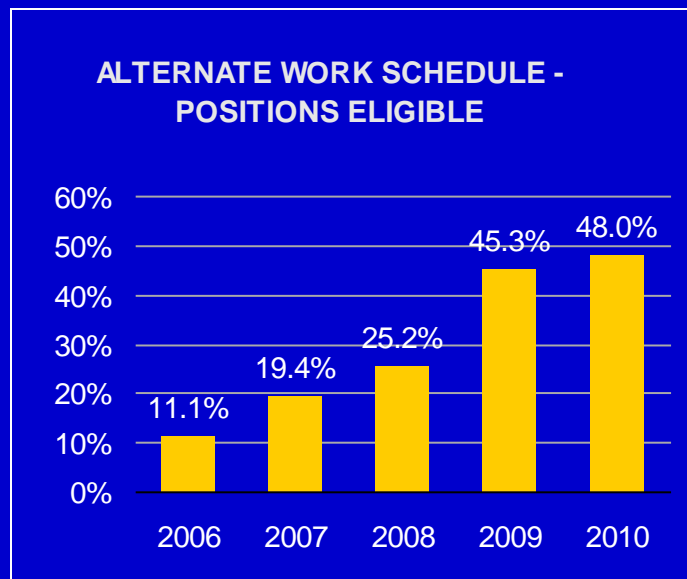
Alternate Work Schedules

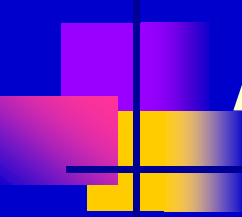
Flexibility in Scheduling

EXAMPLES OF FLEXIBLE WORK SCHEDULES								
		SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
A	Regular		8 hours	8 hours	8 hours	8 hours	8 hours	
B	4, 10-hr days		10 hours	10 hours	10 hours	10 hours		
C	4, 9-hr days + 1, 4-hr day		9 hours	9 hours	9 hours	9 hours	4 hours	
D	8, 9-hr days + 1, 8-hr day		9 hours	9 hours	9 hours	9 hours	9 hours	
E	2, 9.5-hr days + 3, 7-hr days		9 1/2 hours	9 1/2 hours	7 hours	7 hours	7 hours	
F	3, 12-hr days	12 hours					12 hours	12 hours
G	28-day	12 hours	12 hours	12 hours				12 hours
		12 hours	12 hours	12 hours				
		12 hours	12 hours	12 hours				12 hours
		12 hours	12 hours	4 hours				
H	Flexible		8 hours	6 hours	12 hours	8 hours	6 hours	

Alternate Work Schedules Statistics

- Exceeded the statutory goal of not less than 25% of eligible workforce participating in alternate work schedules by July 1, 2009





Telework & Alternate Work Schedules

Questions?